

ATTACHMENTS

ATTACHMENT 1

CAL-SAFE PROGRAM

Phone: 916-319-0917

Fax: 916-319-0219

www.cde.ca.gov/calsafe

CONSULTANT ASSIGNMENTS (FY 2003-04)

Mitzi Inouye	Juanita Weber
916-319-0546	916-319-0545
minouye@cde.ca.gov	jweber@cde.ca.gov
COUNTY	COUNTY
Butte	Alameda
Colusa	Contra Costa
El Dorado	Del Norte
Fresno	Humboldt
Imperial	Kern
Lassen	Kings
Nevada	Lake
Orange	Madera
Placer	Mendocino
Riverside	Merced
Sacramento	Monterey
San Diego	Napa
San Luis Obispo	San Bernardino
Santa Barbara	San Francisco
Shasta	San Joaquin
Siskiyou	San Mateo
Tehama	Santa Clara
Ventura	Santa Cruz
Yolo	Solano
	Sonoma
	Stanislaus
	Tulare
	Tuolumne

Los Angeles County Assignments

Mitzi Inouye	Juanita Weber
DISTRICT	DISTRICT
ABC USD	Los Angeles COE
Alhambra City USD	Los Angeles USD
Baldwin Park USD	Montebello USD
Bassett USD	Santa Monica-Malibu USD
Charter Oak USD	
El Monte UHSD	
Hacienda La Puente USD	
Long Beach USD	
Paramount USD	
Rowland USD	
Walnut Valley USD	
West Covina USD	
Whittier USD	

GARY KENNEDY Fiscal Analyst 916-324-4555 Fax 916-327-4873 gkennedy@cde.ca.gov

SAMPLE FORM F

CHILD CARE AND DEVELOPMENT CENTER SITE PERSONNEL ROSTER

ATTACHMENT 2 (Page 1 of 2)

SITE INFORMATION

Applicant LEA Johnson Joint Union High School District					Site address, City, State, Zip Code 1234 Site Street Johnson City, California 91234				
Site Name (Use a separate Page for each site.) Johnson Infant Toddler Center			Site Phone Number (670) 723-2781	Number of Subsidized Classrooms 3					
(A) Classroom/Area Age Group	(B) # of children in attendance	(C) Staff Name	(D) Title	(E) Permit or Credential Information Type Number Expires (MM/YY)			(F) Assistants Only: Number of completed ECE/CD Semester Units	(G) Teachers Only: Number of completed Infant- Toddler Units	(H) Comments
		Diana Gomez	Child Development Program Director	D	135792468	6/04			
		Kathy Singh	Child Development Site Supervisor	B	245813579	9/04			

FIRST CLASSROOM/AREA INFORMATION

(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)
1	I	9	Jane McMurray	Assoc Teacher	Q	1122334455	12/04		3 Full Time
			Wayne Dawson	Assistant	U	2244668890	12/03	12	Full Time Permit Application 2/03
			Tracy Jackson	Assistant	--	--	--	6	Part Time
			Judy Kingman	Assistant	--	ROP Certificate-	--		Part Time
			<div style="border: 2px solid black; height: 150px; width: 100%;"></div>						

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SECOND CLASSROOM/AREA INFORMATION

(A)		(B)	(C)	(D)	(E)			(F)	(G)	(H)
2	T	15	Vivian Martin	Teacher	P	1234556789	12/03		6	Full Time
			Brian Furakawa	Aide	--	--	--	3		Full Time
			Olivia Garza	Assistant	--	--	--	6		Full Time
			Paula Francisco	Aide	--	--	--			Full Time

(A)		(B)	(C)	(D)	(E)			(F)	(G)	(H)
3	T/P	4/4	Kathy Singh	Site Supervisor	B	245813579	9/04		6	Site Supervisor is also head teacher in this classroom
			Brian Yee	Teacher	P	229944558	3/05		3	Teacher in charge when Site Supervisor is out of the Classroom
			Lori Ann Lopez	Aide	--	--	--	--		Full Time

SAMPLE

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BUDGET SUMMARY, BUDGET NARRATIVE, AND SERVICE CONTRACT SUMMARY (FY 2003-04)

APPLICANT LEA: Little Creek District **COUNTY :** River County

CONTACT FOR THIS FORM: John Doe **TELEPHONE:** (123) 456-7890

BUDGET SUMMARY (FY 2003-04)

THIS BUDGET SUMMARY IS PROPOSED FOR: *(Check only one)*

☒ Student Support Services (EC § 54749)
*(SACS Resource Code 6091)(Includes COE
Self-contained classroom)*

☐ Child Care/Development Services (EC § 54749)
(SACS Resource Code 6092)

☐ Non-converting COE (EC § 2551.3)
(SACS Resource Code 6093)

LINE #	PROJECTED REVENUES FOR FY 2003-04	CAL-SAFE PROGRAM FUNDING	OTHER FUNDING: <i>(Identify)</i>
1	Estimated funds unspent from FY 2002-03	\$ 6,665	\$
2	Estimated earnings for FY 2003-04	\$ 72,544	\$
3	Projected Total Available Revenue for FY 2003-04 (Sum of lines 1 & 2)	\$ 79,209	\$
PROJECTED EXPENDITURES FOR FY 2003-04		AMOUNT BUDGETED	
4	1000-1999 Certificated Salaries	\$ 35,500	\$
5	2000-2999 Classified Salaries	\$ 8,500	\$
6	3000-3999 Employee Benefits	\$ 9,650	\$
7	4000-4999 Materials, Books, and Supplies	\$ 6,500	\$
8	5000-5999 Services and other Operating Expenditures	\$ 8,620	\$
9	Sub-total of Direct Costs (Sum of lines 4-8)	\$ 68,770	\$
10	7000 Indirect Costs at <u>5</u> %	\$ 3,439	\$
11	6000-6599 Capital Outlay	\$ 6,000	\$
12	Total of Projected Expenditures for FY 2003-04 (Sum of lines 9-11)	\$ 78,209	\$
13	Estimated unspent funds for FY 2003-04	\$ 1,000	\$
14	Total of expenditures & unspent funds (Sum of lines 12 & 13) (Should agree with line 3.)	\$ 79,209	\$

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BUDGET NARRATIVE (FY 2003-04)

THIS BUDGET NARRATIVE IS FOR: (Check only one)

☒ Student Support Services
(EC § 54749)

☐ Child Care and Development Services
(EC § 54749)

☐ Non-Converting COE
(EC § 2551.3)

LINE #	OBJECT CODE	BUDGET NARRATIVE FOR EACH LINE ITEM DESCRIPTION (See Instructions)	CAL-SAFE FUNDING	OTHER FUNDING
4	1000	Program Coordinator (.25 FTE) (split funded with child care/development) Nurse (1 day week) (split funded with child care/development) Counselor (4 hours/week)	\$16,000 12,500 <u>7,000</u> \$35,500	
5	2000	Clerical Support inc. data input (.50 FTE)	\$ 8,500	
6	3000	Benefits for above staff	\$ 9,650	
7	4000	Meal Supplements/students Instructional materials, supplies for parenting education class Office supplies	\$ 1,000 5,000 <u>500</u> \$ 6,500	
8	5000	Student Transportation: Between schools and child care center “ “ Field trips Staff development/conferences Staff travel (outreach, meetings, home visits) 2000 miles @ .31 =\$620	\$ 5,000 \$ 1,000 \$ 2,000 <u>620</u> \$ 8,620	
10	7000	Indirect Cost (5%)	\$ 3,439	
11	6000	Classroom audio-visual equipment, computer replacement	\$ 6,000	

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BUDGET SUMMARY, BUDGET NARRATIVE, AND SERVICE CONTRACT SUMMARY (FY 2003-04)

APPLICANT LEA: Little Creek District COUNTY : River County

CONTACT FOR THIS FORM: John Doe TELEPHONE: (123) 456-7890

BUDGET SUMMARY (FY 2003-04)

THIS BUDGET SUMMARY IS PROPOSED FOR: *(Check only one)*

☐ Student Support Services (EC § 54749)
*(SACS Resource Code 6091)(Includes COE
Self-contained classroom)*

☒ Child Care/Development Services (EC § 54749)
(SACS Resource Code 6092)

☐ Non-converting COE (EC § 2551.3)
(SACS Resource Code 6093)

LINE #	PROJECTED REVENUES FOR FY 2003-04	CAL-SAFE PROGRAM FUNDING	OTHER FUNDING: <i>(Identify)</i> Child Care Food Program (CCFP) Children & Families First (Prop 10)
1	Estimated funds unspent from FY 2002-03	\$ 0	\$
2	Estimated earnings for FY 2003-04	\$ 172,204	\$ 15,000
3	Projected Total Available Revenue for FY 2003-04 (Sum of lines 1 & 2)	\$ 172,204	\$ 15,000
PROJECTED EXPENDITURES FOR FY 2003-04		AMOUNT BUDGETED	
4	1000-1999 Certificated Salaries	\$ 22,250	\$
5	2000-2999 Classified Salaries	\$ 84,160	\$
6	3000-3999 Employee Benefits	\$ 29,698	\$
7	4000-4999 Materials, Books, and Supplies	\$ 6,750	\$ 9,000 (CCFP)
8	5000-5999 Services and other Operating Expenditures	\$ 1,500	\$
9	Sub-total of Direct Costs (Sum of lines 4-8)	\$ 144,358	\$
10	7000 Indirect Costs at <u>5</u> %	\$ 7,218	\$
11	6000-6599 Capital Outlay	\$ 2,500	\$ 6,000 (Prop 10)
12	Total of Projected Expenditures (Sum of lines 9-11)	\$ 154,076	\$
13	Estimated unspent funds for FY 2003-04	\$ 18,128	\$
14	Total of expenditures & unspent funds (Sum of lines 12 & 13) (Should agree with line 3.)	\$ 172,204	\$

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BUDGET NARRATIVE (FY 2003-04)

THIS BUDGET NARRATIVE IS FOR: (Check only one)

☐ Student Support Services
(EC § 54749)

☒ Child Care and Development Services
(EC § 54749)

☐ Non-Converting COE
(EC § 2551.3)

LINE #	OBJECT CODE	BUDGET NARRATIVE FOR EACH LINE ITEM DESCRIPTION (See Instructions)	CAL-SAFE FUNDING	OTHER FUNDING
4	1000	Program Coordinator (.25 FTE) (split funded with student support services) Nurse (.5 day/week) (split funded with student support services)	\$16,000 6,250 \$22,250	
5	2000	1 Child Care Teacher (1.0 FTE) 3 FT Aides and 4 PT Aides (5.0 FTE) Custodian (1 hr/day @\$12.00 for 180 days)	\$24,000 58,000 2,160 \$84,160	
6	3000	Benefits for above staff	\$29,698	
7	4000	Instructional materials and child care center supplies (diapers, etc) Food services (Cal-SAFE provides food for children not eligible for CCFP) Office supplies	\$ 4,500 2,000 250 \$ 6,750	\$9,000 (CCFP)
8	5000	Staff development Travel/staff	\$ 1,000 500 \$ 1,500	
10	7000	Indirect Cost (5%)	\$ 7,218	
11	6000	Equipment replacement (Cal-SAFE) and playground improvement (Prop 10)	\$ 2,500	\$6,000 (Prop 10)

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BUDGET SUMMARY, BUDGET NARRATIVE AND SERVICE CONTRACT SUMMARY (FY 2003-04)

APPLICANT LEA: River County Office of Education

COUNTY : River County

CONTACT FOR THIS FORM: Jane Doe

TELEPHONE: (123) 111-0000

BUDGET SUMMARY (FY 2003-04)

THIS BUDGET SUMMARY IS PROPOSED FOR: *(Check only one)*

☐ Student Support Services (EC § 54749)
*(SACS Resource Code 6091)(includes COE
Self-contained classroom)*

☐ Child Care/Development Services (EC § 54749)
(SACS Resource Code 6092)

☒ Non-converting COE (EC § 2551.3)
(SACS Resource Code 6093)

LINE #	PROJECTED REVENUES FOR FY 2003-04	CAL-SAFE PROGRAM FUNDING	OTHER FUNDING: <i>(Identify)</i> Child Care Food Program (CCFP)
1	Estimated funds unspent from FY 2002-03	\$ 4,330	\$
2	Estimated earnings for FY 2003-04	\$ 473,690	\$
3	Projected Total Available Revenue for FY 2003-04 (Sum of lines 1 & 2)	\$ 478,020	\$
PROJECTED EXPENDITURES FOR FY 2003-04		AMOUNT BUDGETED	
4	1000-1999 Certificated Salaries	\$ 177,600	\$
5	2000-2999 Classified Salaries	\$ 118,500	\$
6	3000-3999 Employee Benefits	\$ 69,500	\$
7	4000-4999 Materials, Books, and Supplies	\$ 18,000	\$ 8,000 (CCFP)
8	5000-5999 Services and other Operating Expenditures	\$ 42,500	\$
9	Sub-total of Direct Costs (Sum of lines 4-8)	\$ 426,100	\$
10	7000 Indirect Costs at <u>7.5</u> %	\$ 31,958	\$
11	6000-6599 Capital Outlay	\$ 16,000	\$
12	Total of Projected Expenditures (Sum of lines 9-11)	\$ 474,058	\$
13	Estimated unspent funds from FY 2003-04	\$ 3,962	\$
14	Total of expenditures & unspent funds (Sum of lines 12 & 13) (Should agree with line 3.)	\$ 478,020	\$

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BUDGET NARRATIVE (FY 2003-04)

THIS BUDGET NARRATIVE IS FOR: (Check only one)

☐ Student Support Services
(EC § 54749)

☐ Child Care and Development Services
(EC § 54749)

☒ Non-Converting COE
(EC § 2551.3)

LINE #	OBJECT CODE	BUDGET NARRATIVE FOR EACH LINE ITEM DESCRIPTION (See Instructions)	CAL-SAFE FUNDING	OTHER FUNDING
4	1000	Program Coordinator/Counselor/Site Supervisor (1.0 FTE/200 days) Academic Teachers (2.0 FTE) Academic Teacher (1) -Extended Year (20 days x 5hrs @ day) Academic Substitute Teachers (15 days x\$100 @ day)	\$ 80,000 92,000 4,100 1,500 \$177,600	
5	2000	1 Child care teacher/200 days (1.0 FTE) 1 Asst. Teacher/180 days (0.5 FTE) 2 FT Aides and 4 PT Aides (4.0 FTE) Van driver (4 hrs/day x 200 days) (home/school transportation) Office support-inc. attendance, data entry, etc. (.5 FTE X 200 days)	\$ 26,500 9,000 62,000 7,000 14,000 \$118,500	
6	3000	Benefits for above staff	\$ 69,500	
7	4000	Instructional materials (classroom and child care center) Food services (student supplements/children not eligible for CCFP) Office supplies	\$ 10,000 7,000 1,000 \$ 18,000	\$8,000
8	5000	Repayment of Facilities Revolving Fund loan Staff development Intra-agency duplicating/printing Utilities (\$50/day x 200 days) Nursing services (students/children)	\$ 15,000 5,000 2,500 10,000 10,000 \$ 42,500	
10	7000	Indirect Cost (7.5%)	\$ 31,958	
11	6000	Purchase of 5 computers, equipment replacement	\$ 16,000	

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SERVICE CONTRACT SUMMARY (FY 2003-04)

X Non-Converting COE
(EC § 2551.3)

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RESOURCE MATERIALS

PUBLICATIONS

ADDRESS YOUR INQUIRIES TO:

Application for Cal-SAFE Program
(FY2000-01)

Applicant Agency files

*Approved Indirect Cost Rates for
FY 2003-04*

Cal-SAFE Program Webpage
www.cde.ca.gov/calsafe (Fiscal link)

California Code of Regulations, Title 5

Cal-SAFE Program Webpage
www.cde.ca.gov/calsafe (Resources link)

California Code of Regulations, Title 22

Cal-SAFE Program Webpage
www.cde.ca.gov/calsafe (Resources link)

California Education Code

Cal-SAFE Program Webpage
www.cde.ca.gov/calsafe (Resources link)

*California School Accounting
Manual (CSAM)*

Cal-SAFE Program Webpage
www.cde.ca.gov/calsafe (Fiscal link)

Child Development Permits

California Commission on Teacher Credentialing
www.ctc.ca.gov

Coordinated Compliance Review

*Independent Study Operations
Manual*

California Department of Education
Publications Office
Phone: 1-800-995-4099
www.cde.ca.gov/cdepress

*Environment Rating Scale, Harms,
Clifford, Cryer*

Teachers College Press
Columbia University
123 Amsterdam Ave.
New York, NY 10027
Phone: 1-800-575-6566
Fax: (802) 864-7626

The Environment Rating Scales are also available from several companies that carry early education supplies. The revised version of the Infant Toddler Environment Rating Scale is scheduled for release in December 2002. If you haven't purchased the ITERS yet, wait until the ITERS-R is available. If you want training in using the Environment Rating Scales a possible source of training in the use of the instruments may be available at your local community college. An additional resource for training in using the Environment Rating Scales and the Desired Results System may be provided through your Local Child Care Planning Council or the Resource and Referral Center in your county.

Program for Infant Toddler Caregivers
Training Materials

California Department of Education
Publications Office
Phone: 1-800-995-4099
www.cde.ca.gov/cdepress

Program for Infant Toddler Caregivers (PITC) training is available for your child development staff at your site from certificated trainers. Contact the WestEd Regional Trainer/Coordinators in your area. A directory is posted on the PITC web site. www.pitc.org Check the information about the stipend program.

Additional copies of this Application
(FY 2003-04)

Cal-SAFE Program Webpage
www.cde.ca.gov/calsafe (Application link)

Child Development
Personnel Waiver Information

Cal-SAFE Program Webpage
www.cde.ca.gov/calsafe (Home Page)

Desired Results System

Child Development Division Webpage
www.cde.ca.gov/cyfsbranch/child_development/DR2.htm